<u>Maintenance standards</u>

Member libraries are expected to:

- Keep their holdings current

- Designate a staff member to monitor the Evergreen Indiana Cataloging Committee listserv

- Resolve problems as reported to them by the Evergreen Indiana Cataloging Committee.

<u>Sharing Evergreen Indiana bibliographic records with other Evergreen libraries/consortia</u>

Due to the high level of cataloging training and documentation involved in creating and adding records to the Evergreen Indiana catalog, it has been decided that the records should be shared with other Evergreen libraries/consortia on a case by case basis. For access to the Z39.50 database, Evergreen libraries/consortia can contact the Evergreen Indiana helpdesk at helpdesk@evergreen.lib.in.us.

<u>Reporting and Resolving Problems</u>

Problems or complaints regarding record quality or errors should be sent to the Evergreen Indiana Cataloging Committee.
The Evergreen Indiana Cataloging Committee is final authority in resolving quality concerns. For questions or concerns you may reach the members of the Evergreen Indiana Cataloging Committee at the listserv:

evergreen_indiana-catalog@lists.in.gov

Or you may reach the members of the committee by using their work email for one on one help.

Portions of this document originated from the Georgia Pines & Michigan Evergreen Cataloging Specifications.